



Subject: Management of Inactive Facilities

Responsible Office: Center Operations Directorate

1. POLICY

It is the policy of Langley Research Center (Langley) to ensure that:

- a. Any facility that has no specific and present or near-term program or institutional requirement shall be closed.
- b. A closed facility shall be placed in one of three categories:
 - (1) Standby
 - (2) Mothballed
 - (3) Abandoned
- c. Maintenance and utilities for closed facilities are reduced or eliminated, depending on category, other than as required for fire, security, safety, or if the property is a National Historic Landmark.
- d. Closed facilities are secured to prevent unauthorized access and injury to personnel.
- e. Closed facilities do not receive funding for any outstanding valid Deferred Maintenance or other significant improvement.
- f. Facilities utilization and planning promote efficient use of facilities.
- g. Through the Center Revitalization Board, the Langley Director's Office will give final approval for facilities closure, the closure category, and any changes to the closure list. The board's duties are outlined in LAPD 1150.2.
- h. Funding
 - (1) A closure plan (the NASA Langley Facility Closure and Demolition Tool) with estimated savings for closures shall be maintained and updated annually by the Center Operations Directorate (COD) to ensure efficient and effective use of the Center's utilities and maintenance budgets.
 - (2) Under normal circumstances, all deactivation and/or reactivation costs of a technical or technical support facility shall be funded from the facility user program appropriations unless otherwise approved by the Center Director's Office. Institutional classified facilities shall be funded from mission support appropriations.
 - (3) Environmental, security, safety, fire closure audits and any required remediation (other than remediation funded by the Environmental Compliance and Restoration (ECR) program in the Construction of

Facilities and Environmental Compliance and Restoration (CECR)) shall be funded by Office of Strategic Infrastructure enterprise on a case-by-case basis. Funding shall be provided to ensure compliance with all laws and regulations.

2. APPLICABILITY

- a. This directive is applicable to Langley Research Center civil servant and contractor employees to the extent specified in their contracts.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice, and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

NPD 8800.14, Policy for Real Estate Management

4. APPLICABLE DOCUMENTS AND FORMS

- a. 54 U.S.C. 300101 et seq., National Historic Preservation Act (NHPA)
- b. NPR 8800.15, Real Estate Management Program
- c. NF 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property.
- d. LAPD 1150.2, Councils, Boards, Panels, Committees, Teams, and Groups
- e. LAPD 8800.15, Facilities Utilization Program
- f. LPR 8500.1, Environmental and Energy Program Manual
- g. LMS-CP-8801, Facility Closure Process
- h. LMS-CP-5624, Facility Return to Service
- i. LF 124, Facility Closure Checklist
- j. Programmatic Agreement among the National Aeronautics and Space Administration, the National Conference of State Historic Preservation Officers, and the Advisory Council on Historic Preservation
- k. Programmatic Agreement among the National Aeronautics and Space Administration; the Virginia State Historic Preservation Office; and the Advisory Council on Historic Preservation for Management of Facilities, Infrastructure, and

Sites at the National Aeronautics and Space Administration's Langley Research Center, Hampton, Virginia

- I. LF 461, Environmental Project Planning Form

5. RESPONSIBILITIES

a. Langley Organizational Directors

- (1) Annually identify and validate program needs and requirements (both tactical and strategic).
- (2) Annually evaluate, identify, and select potential research and technology facility candidates for closure.
- (3) Annually submit potential facility closure candidates to COD.
- (4) Concur on final facility closure candidates processed by COD and approved by the Center Revitalization Board.
- (5) Provide written response to Closure Audit Findings to the Safety and Mission Assurance Office (SMAO) or the Protective Services Office (PSO), Environmental Management Office (EMO), or Logistics Management Office (LMO), as appropriate.
- (6) Implement findings of Facility Reactivation Analysis. Provide written confirmation of actions taken to SMAO, PSO, EMO, or LMO, as appropriate (only if determination is made to reactivate a facility once it has been closed.)
- (7) Coordinate and approve the determination of options for displaced personnel with COD.

b. Center Revitalization Board

- (1) Collect and disposition the Organizational Directors' yearly closure candidates and program needs to determine a course of action for potential closures and possible facility requirements.
- (2) Provide final decisions to the Office of Director for closure candidates.

c. Strategic Infrastructure Transformation Office (SITO), COD

- (1) Determine and identify facility closure candidates (see LMS-CP-8801).
- (2) Prepare the official facility closure list (the NASA Langley Facility Closure and Demolition Tool) to include estimated savings.
- (3) Submit LF 461 to initiate EMO environmental review of the proposed closure during early planning per LPR 8500.1.
- (4) Forward facility closure documents to Langley Organizational Directors for concurrence; to Center Revitalization Board for approval; and to Langley Director's Office for information.

- (5) Inform Organizational Directors within the affected competency of the facility closure decisions after approval by the Center Revitalization Board.
 - (6) Notify SMAO, PSO, EMO, and LMO of closure decisions (see LF 124).
 - (7) Install signs identifying closure status for selected facilities.
- d. Maintenance and Operations Branch
- Terminate and/or modify utilities and provide sustaining maintenance to closed facilities appropriate for specific closure category.
- e. Organizational Units
- Alert Facility Coordinators, Safety Heads, Facility Environmental Coordinators, and other facility staff. Coordinate with the Facility Utilization Officer the relocation of activity to other active facilities.
- f. Facility Coordinators
- (1) Develop a comprehensive Facility Closure Plan (see LMS-CP-8801) for implementation of an orderly shutdown of their facilities. Coordinate plan with the Facility Safety Heads and the Environmental Coordinator.
 - (2) Inform SMAO and the SITO, PSO, EMO, and LMO of plans. If appropriate, submit completed Request for Move and telephone services request via <http://move.larc.nasa.gov>.
- g. Office of Chief Counsel
- Review closure decisions for compliance with laws and regulations.
- h. SMAO
- (1) Audit facility for safety and fire concerns, configuration management (CM) impact, hazard analysis impact, or confirm no impact. Provide an audit report that specifies actions needed for closure and/or reactivation and any continuing requirements to the appropriate Organizational Unit Managers.
 - (2) Monitor closed facilities to prevent injury to personnel.
- i. PSO
- (1) Audit facility for security concerns. Provide an audit report that specifies actions needed for closure and/or reactivation and any continuing requirements to the appropriate Organizational Directors.
 - (2) Monitor closed facilities to prevent unauthorized access.
- j. EMO

- (1) Audit facility for environmental impacts. Provide an audit report that specifies actions needed for closure and/or reactivation and any continuing requirements to the appropriate Organizational Directors.
 - (2) Audit facility for cultural and/or historic impacts.
 - (a) Ensure compliance with Federal regulations and agreements concerning management of historic properties, if affected.
 - (a) Coordinate with logistics and demolition team as appropriate to develop plan for removal of historic artifacts and documents.
- k. LMO
- Receive returned furniture and equipment (controlled and non-controlled), adjust inventory records, and provide storage as needed.
- l. Facilities Utilization Officer (FUO), COD
- (1) Plan, coordinate, and implement the physical personnel moves.
 - (2) Provide input in the official NASA Langley Facility Closure and Demolition Tool.
 - (3) Develop facility utilization relocation plans, facility utilization move scenarios, and closure analysis details as required to support facility closure decisions.
 - (4) Ensure that all determinations of facilities that will be converted to inactive status, and the reactivation of any previously closed facilities, are approved by the Office of the Center Director.
 - (a) For reactivations, the FUO will notify the Real Property Accountability Officer, EMO, SMAO, and the appropriate COD maintenance and operations staff that a facility is being reactivated.
 - (b) Before a facility can be reactivated, an environmental assessment and a security assessment, as well as safety and fire assessments, shall be completed.
 - (c) All recommendations and LMS-CP-5624 shall be addressed by the reactivating organizational unit prior to the facility reactivation.
 - (5) Assist as needed with audit inspections with representatives from SMAO (Fire Chief and Safety), COD, PSO, EMO, and LMO to determine if additional tasks are needed to perform facility closure. Coordinate with Organizational Directors as required to mitigate audit findings.
- m. Real Property Accountability Officer, COD
- Review and approve the NF 1046 for inactive facility change, and initiate changes to the Real Property databases. Reconcile property accounting records with Office of the Chief Financial Officer.
- n. Center Master Planner, COD

Update the Center Facility Master Plan.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

Cancels LAPD 8800.16 I-1, approved January 4, 2012.

/s/ Lisa Ziehmman June 17, 2022
Center Associate Director *Date*

DISTRIBUTION:

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Attachment A: Acronyms

COD	Center Operations Directorate
CM	Configuration management
ECR	Environmental Compliance and Restoration
FUO	Facilities Utilization Officer
LMO	Logistics Management Office
LREP	Laboratory Risk Evaluation Program
SMAO	Safety and Mission Assurance Office
PSO	Protective Services Office
EMO	Environmental Engineering Office